

606006/25/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: MUSEUM PROGRAM LEADER

DEFINITION

Under general supervision, to direct, supervise, organize, and conduct Museum program activities for various groups and educational activity areas; to assist Museum Program Coordinators, and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class perform responsible educational activity leadership in one or more program areas. Work involves organizing and directing Museum program activities within established schedules and standards utilizing independent judgement in dealing with activity or program problems.

REPORTS TO: Museum Program Coordinators, Associate Education Curator, or Education Curator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Museum Program Coordinators, Associate Education Curator, or Education Curator. Exercises general supervision over Museum volunteers.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in program planning meetings and provide input for developing programs and activity plans and reviewing current programs.
- Organize and supervise group activities within Museum program areas.
- Supervise and participate in the use and care of Museum education objects and facilities.
- Develop participant interest, enthusiasm, and teamwork skills.
- Prepare and maintain complete and accurate records and reports on program activities.
- Plan and maintain a variety of records and reports on participation, educational objects and facility use, and work schedules.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organizing and conducting public programs.
- Rules, regulations, techniques, and procedures of cultural and performing arts, or other specialized Museum programs depending on area of specialty.
- First aid methods and necessary safety precautions used in public programs.
- Recordkeeping and reporting procedures.

- Instructional techniques and methods for Museum programs for a variety of interests and abilities.
- Principles of supervision and training and performance evaluation.

Ability to:

- Instruct and lead individuals and groups in Museum programs.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain a variety of records and reports.
- Meet and deal tactfully with the public.
- Solve disciplinary problems effectively.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Six months experience as a group activity worker.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Museum Program Leader

TO: Museum Program Coordinator